



**Delaware Open Data Council  
Draft Meeting Minutes  
5/8/2017**

**Council Members Present:**

Rhonda Lehman, DTI (Chairperson)  
Dana Rohrbough, DOS / GIC (Co-Chairperson)  
Bob Zimmerman, DNREC  
Mike Mahaffie, DNREC  
Jill Fredel, DHSS  
Li Wen Lin, DelDOT  
Joanna Champney, DOC  
Steve Yeatman, DSCYF  
David Blowman, DOE

**Council Members Available *Via Telephone Conference / SKYPE:***

Dean Stotler, OMB  
Leslie Poland, Finance

**Council Members not present:** None

**Guests:**

Miriam Pomilio, Office of State Planning  
Debbie Sullivan, DTI FirstMap Team  
Brandon Smith, DTI  
Sheila Hunton, DOS/GIC (via telephone)  
Sarah Woods, Food Bank of DE

The meeting was called to order at 1:07 pm

**Welcome / Introductions of those in attendance in person and via Skype**

**Minutes from the Previous Meeting (3/13/17)**

- Dana Rohrbough motioned to approve the minutes. Steve Yeatman seconded the motion. All members voted to approve.

**Updates**

- **Governor's Team Excellence Awards** – Several Members of the Council attended the Governor's Team Excellence Awards ceremony this morning. The Open Data Council was a finalist for this award for implementation of the initial Open Data Portal. We were all presented certificates signed by the Governor. Congratulations to the team!

- **2017 Open Data Challenge/National Civic Day of Hacking**

Dana Rohrbough explained that the weekend of June 2<sup>nd</sup> – 4<sup>th</sup> is the event planned in cooperation with Open Data Delaware and the Tech Forum of Delaware. The event centers around solving community problems with new technical applications. This is part of a series of events that have occurred throughout the year. This is the final event of the series. The Food Bank of Delaware and Network Delaware won the Idea Challenge in March. Their ideas are moving forward to be worked on at this event in June.

Dana will send out an invitation to all Council members to attend a portion of the event. Dana is also interested in having other Cabinet Officials attend. We are looking for the Governor to participate in the kickoff of the event on Friday, 6/2. The Secretary of State is sponsoring grant awards to implement the winning solutions. Getting data into the portal to help some of these groups would be helpful. The event begins 6/2 @ 6:30 pm at 1313 Innovation in Wilmington, DE and concludes with an awards ceremony on Sunday @ 3:00pm.

Sarah Woods of the Food Bank of Delaware spoke for a few minutes to describe their idea for a new application.

- They have a surplus of volunteers and a surplus of food relief partners who need volunteers. They need to source the overflow of work to the hunger relief partners.
- Food has to be transported from donating businesses such as restaurants to the right hunger relief partner based upon hours of operation, etc.
- Mapping the food needs of the state, looking for gaps to be filled
- Want to understand how many applications are being received by the state by zip code for TANF, SNAP, etc.

#### **Dataset Updates since the last meeting**

- New Datasets: Delaware Business Licenses and Historical Delaware Business Licenses
  - Datasets Ready to Publish: State Employee Earnings – this is awaiting a policy decision to publish. Dean Stotler has asked the Council to recommend that this be published. He suggested that the CIO should discuss this with the Director of OMB.
- In Progress: Permanent Drug Drop Off Boxes and Crime Statistics

#### **Portal Statistics**

- The statistics for the Open Data Portal and Open Checkbook sites were reviewed with the Council. These statistics are from 3/13/17 through 05/07/17.
- Open Data Portal:
  - There have been 45,154 page views. There was a huge spike in the number of page views. DHSS wrote a Facebook piece around

Restaurant Inspections as a follow-up to a Dover Post article. Most of these hits were via mobile Facebook.

- The most popular datasets are: Restaurant Inspection Violations (53,375), Delaware Business Licenses (8,195), Delaware Historical Business Licenses (2,010), State of Delaware Checkbook (1,416), and Statewide Central Contract Spend (1,225).
- Open Checkbook is counted separately, and thru Google Analytics. There have been 12,465 page views, 1,832 users, and 79.4% of the views were from new visitors.

### **Council Membership**

- Leslie Poland joined us today for the first time as a new member for the Department of Finance. Welcome to the Council!
- Rhonda Lehman was working with CIO James Collins on sending out an invitation to non-participating agencies to join the Open Data Council. The number of agencies continued to grow. CIO Collins questioned whether the Council would grow too big and become unwieldy with the number of voting members. An invitation has not yet been sent.

As part of efforts for the Open Data Challenge, Dana Rohrbough coordinated a meeting with Albert Shields of the Governor's Office. We discussed that open data is on the Governor's Action Plan for Delaware and mentioned Governor Markell's Executive Order. Albert suggested that maybe it was time for a new Executive Order (EO) to be issued. The previous EO named ten (10) Council members.

What do we want to include in a new EO? Li Wen suggested that we should definitely include the partnership for the Open Data Challenge as a deliverable with a product to showcase at the end featuring open data. Should we have an Executive Council or Executive Board and then all agencies can be members of the Council. Bob Zimmerman asked which agencies would be stewards of large datasets that aren't currently represented on the Council. Examples are Safety and Homeland Security, Dept. of Insurance, Dept. of Labor, and Dept. of Agriculture.

Jill Fredel suggested that we could include a percentage of FOIA requests to be decreased through publishing data that are commonly requested. Mike Mahaffie suggested that the Council could look at all agency FOIA logs and see what is being requested.

We can include a requirement to update the Strategic Plan on an annual basis.

Dean Stotler mentioned that the Sunset Committee has asked all groups to establish bylaws. We need to establish bylaws, with the ability to establish subcommittees. Dean suggested that we could place new agencies on subcommittees. Dana Rohrbough asked how this is

accomplished. Dean Stotler stated that each board or commission should have legal counsel available. There should be a general framework available for a set of bylaws. The bylaws should define what is a quorum, how minutes are taken, what the agenda structure looks like, housekeeping rules for operation, Chairperson's responsibilities, Vice Chair responsibilities, etc. Jill Fredel asked if the Council has a DAG. Rhonda Lehman will contact the DTI DAG.

David Blowman feels that agencies should not be placed on a subcommittee if they are not currently members. He feels it would diminish the importance of their agencies work and data. Joanna Champney suggested that possibly there could be a Board of Trustees at a higher level who guide the Council's work and are kept apprised of the work. She also wanted to ensure that we keep dataset contributors involved and aware of the Council's work. Deb Sullivan stated that FirstMap would like to be represented on the Council.

### **Primer Upgrade**

Rhonda Lehman is working with Socrata to implement the Primer Upgrade, possibly by the end of the week. This will result in a new dataset landing page for each dataset that highlights the metadata about a dataset. Once the upgrade has been implemented, Rhonda will reach out to each Council member to see if there are visualizations or featured content that you would like to highlight on the dataset landing page for each dataset provided by your agency.

### **Dataset Suggestions/Comments**

- Rhonda Lehman asked the council members to look at the sheet entitled "Dataset Suggestions".
- Several new suggestions have been received since last meeting:
  - State Survey Results: Long Term Care – Yearly results of states surveys in long term care facilities in the year completed.
    - These state surveys are not entered into a state system. They are entered into a federal system and are available on the federal CMS open data portal.
  - Serious Crimes – Dataset of serious crimes. This is already provided to Delaware Online on a regular basis. All law enforcement agencies in Delaware report crimes to the Delaware Criminal Justice Information System, which provides a weekly report to the News Journal. To protect victims' privacy, the agency does not provide information about rape. Also, crime locations are based on a statewide grid system, rather than exact addresses.
    - There are issues with this dataset. Not all law enforcement agencies are using the grid system. We would like to get DELJIS to the table to have further discussions about what data can be published and it's accuracy. Mike Mahaffie

indicated that DNREC is also interested in having this discussion with DELJIS, because their law enforcement officers also enter their arrests into DELJIS.

- FirstMap Crime Grid Details – Already given to Delaware Online. Crime locates are based on a statewide grid system, rather than exact addresses.
  - This appears to be a duplicate request of the one above.
- Numbers of State Assistance Applications by Zip Code – Number of applications for federal/state assistance (SNAP, WIC, etc) per zip code, on a monthly or yearly basis.
  - This was requested by the Food Bank of DE
  - Jill Fredel stated that she thinks that DHSS could provide this information. She needs to speak to the Division of Social Services and the Division of Public Health. Mike Mahaffie asked if zip code would be granular enough. Jill stated that anything smaller than zip code may be too small. There was a lot of discussion around zip codes and how this is not a good geographic boundary. Zip codes are not necessarily a great planning tool, but may be good enough for this need. A heat map could be made from this data.
- Delaware General Assembly Votes – All voting results from DE House & Senate, Representative, Vote (Bill Number, etc), Choice (including if absent), Date
  - These results are available on the legislative website, but it is not downloadable as a dataset. There is an RSS feed and an XML feed. The requester would still prefer this as a downloadable dataset.
  - This is not an executive branch agency and we must approach this request as such.
- Higher Ed Pay: Name, salary, position – For Delaware Technical Community College specifically; but for all state higher ed institutions like U of Del and DSU generally.
  - DTCC is included in the employee earnings dataset that is ready to be published, but not yet approved. DSU is not included, because they are other funding sources for their salaries and are excluded from FOIA from the salary data produced by OMB. U of Del is not included as a state agency for payroll purposes.
- Previously requested items:
  - School Feeder Patterns – David Blowman asked if we had received any information from DOE on this. The FirstMap team indicated that they had not yet received the information requested.
  - Bus Transit Schedules – This currently exists as a GTFS zip file. We can link to it on the DTC website. It is made up of eight tiny datasets. It is not in a format that is easily understandable by an end user. Li Wen stated she would see what her team can do to reformat this data.

- New Request:
  - Governor's Commission on Organ and Tissue Donor Awareness Board – Jill Fredel is a member of this board and has received a request from them. DelDOT keeps data on donors. They would like donor information by zip code, gender, age, and county included on the Open Data Portal.

### **Next Datasets**

- The Council reviewed the Dataset Priority List.
- Dean Stotler asked how many dataset licenses are currently being consumed. There are only 37 datasets currently published in the portal and we are licensed for 150.
- Council members agreed that the Dataset Priority List is more of a working list of datasets and when agencies have datasets they are ready to publish, we should publish them.
- Permanent Drug Drop off Locations can be hosted in FirstMap. Jill Fredel stated that Walgreens should now be included as permanent locations.
- Lots of work is going on right now with DNREC on many of their datasets.
- Jill Fredel had requested much of the drug-related data from various data stewards within and outside of DHSS. Rhonda Lehman asked how she wanted to tackle this. Jill suggested that we should just chip away a dataset at a time, targeting naloxone administration first.
- Joanna Champney stated that DOC's goal is to have the Inmate Population dataset ready by the end of FY17.
- Mike Mahaffie has an Acronyms dataset that he would like to publish. This is a list of acronyms that he has been collecting through the course of his work. He would like to develop a widget to do an acronym lookup. He will develop a web page to collect suggestions for new acronyms.
- David Blowman stated that DOE is working on the Staff Demographic dataset.
- Jill Fredel of DHSS would like to work on Drinking Water.
- Dean Stotler stated that OMB is working on the Real Estate Inventory/Leased Space dataset.
- We are not going to publish a plan of with dates for when datasets will be published. We will continue to use this list as a working list.

### **New Business/Open Discussion**

- Bob Zimmerman asked if we have any metrics about what is being done with the data? Are we smarter, is the community smarter? Have we tried to capture any type of results from people consuming the data and analysis they may have done with the data. This is good and important. However, how do we measure this and even find this information out? We are not tracking who is using our data.

- David Blowman asked if we could publish reports for each dataset by agency of the number of hits per dataset. All members were shown some of the analytics within the site and how you can see the number of views per dataset.
- Bob Zimmerman stated that DNREC is working with their program people and incorporating open data into their work. Is there a Socrata user group? No, there isn't yet, but this is a great idea and something that we need to evolve into.
- Rhonda Lehman showed the members a page on the Cincinatti Insights portal. There is a page: <https://insights.cincinnati-oh.gov/stories/s/dm3s-ep3u> that shows a multi-faceted set of charts and graphs about heroin overdoses created with a tool called Tableau. A demonstration of this tool is being scheduled to learn more about it and how we could use it. This could be a tool used for analytics on things other than open data.
- Dean Stotler questioned whether we are being overly cautious in some areas to protect people's privacy and lose the opportunity to learn from the data.

### **Next Steps**

- Rhonda Lehman may form a sub-group to draft bylaws.
- The next meeting will be held on July 10, 2017 in the same dual locations.

### **Public Comments**

- Jill Fredel asked how the Food Bank of DE application would work. Sarah explained that it would utilize data from the open data portal and data they have about their hunger relief partners together.
- Jill asked if we could link to their app from the portal. We talked about creating a page of community applications that have been built from open data.

Bob Zimmerman motioned to adjourn the meeting. Joanna Champney seconded the motion. The meeting was adjourned at 2:49 pm.